

ADMINISTRATIVE - INTERNAL USE ONLY

21 July 1980

Classification Review Procedure

CRP 80-4/OSS

Review of Chrono Files

1. In reviewing chrono files, considerable time and work can be saved with no loss of pertinent information, by covering all documents withdrawn from a folder with a single Withdrawal Notice instead of one for each document. While each document will continue to be reviewed, only one Withdrawal Notice and only one 4023A will be required.

2. A chrono file is characterized by the following characteristics:

a. It is a chronological record of the operation of an office, or the paper which flows through the office and therefore it is an integrated file.

b. Much of the material, although important to this type of file, is of temporary nature.

c. That which is permanent is also found in subject files.

3. The multiple documents to be withdrawn from the folder will be batched and secured together with staples, placed in an envelope or similarly secured to prevent their becoming separated. The Withdrawal Notice number will be placed on the reviewer stamp on the top document of the batch followed by a slash and then the document number which indicates its place in the folder and box of Job 70-00332A. This is the number by which the batch will be located. Individual documents wanted will have to be hand searched out of the batch of documents.

4. The entry in the Document Title field of the 4023A will include a brief description of the file followed by the statement that it is a chrono file, the period covered by the documents in the folder and the total number of documents covered. For example: General Counsel Washington, CHRONO 1 - 30 APRIL 1944, 50 DOCS. The Creation Date will be the latest date among all the documents covered. The Type of Document will be ~~100~~ 01

WASH. RG - RAC - Hvxvx

Doc title:

use title of folder - (Chrono xx sub - xv lfr 44 20 documents)

30925

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5. Note on the Withdrawal Notice the number of documents it covers, i.e., the total number of documents that were withdrawn. In this way, NARS will know that the Withdrawal Notice represents several documents.

6. If the above procedure appears to be applicable at times to other types of records, where numerous documents are withdrawn, please bring them to the attention of C/CRD/Operations Branch for a decision on whether or not the particular file will be handled in this way.

STATINTL

/s/

Chief

Classification Review Division

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